



**personalized**  
PRINTS

# **CONTRACT ORDERING GUIDELINES**



## Contract Decorating Expertise You Can Depend On



With over 20 years of experience in the contract decorating industry, Personalized Prints has built a strong reputation as a trusted production partner for organizations that require consistent quality, dependable turnaround times, and professional service.

We understand that contract decorating demands precision, scalability, and accountability. That's why our operations are structured to support clients who need a decorator that can meet expectations order after order—without compromising quality or timelines

### Proven Experience. Reliable Results

For more than two decades, we have supported a wide range of customers with apparel decoration solutions that align with their brand standards and operational needs. Our team is committed to delivering:

- Consistent, high-quality finished goods
- Efficient production workflows
- Accurate order execution and quality control
- Clear communication and dependable follow-through

### A Partner Built for Performance

At Personalized Prints, we take pride in being more than a decorator—we operate as an extension of our clients' production and fulfillment process. We recognize the importance of maintaining brand consistency and meeting delivery requirements, and we approach every job with the professionalism and attention to detail that contract clients expect.

Whether supporting ongoing production runs or large-volume programs, Personalized Prints is positioned to deliver dependable decorating services backed by experience, process, and a commitment to excellence

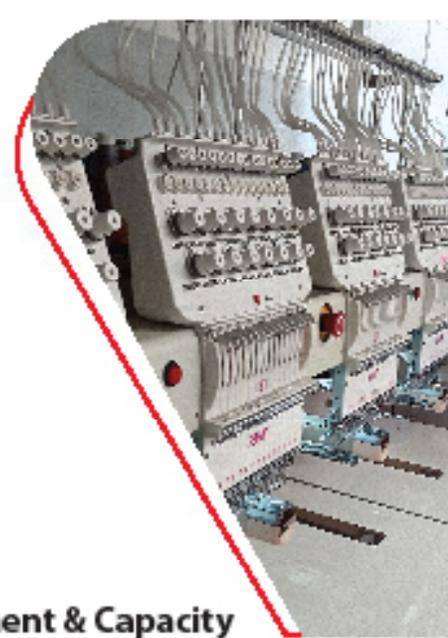


## Personalize Prints

Custom Creations, Delivered Promptly, and Priced Perfectly.

Contract Decorating | Production | Fulfillment Support

# CAPABILITY STATEMENT



## Production Equipment & Capacity

Personalized Prints operates with commercial-grade production equipment designed for speed, consistency, and scalable output, including:

## Company Overview

Personalized Prints is a contract decorating partner with over 20 years of experience delivering professional apparel and product decoration services for resellers, organizations, and corporate programs. We are built for consistent production, repeatable quality, and dependable turnaround—supporting both ongoing programs and high-volume orders.

## Decorative Services

Screen Printing

Embroidery

DTF(Direct-to-Film Printing)

UV DTF Transfers

Laser Engraving

UV Flatbed Printing

Heat Transfer/Vinyl

### Screen Printing Equipment

- Multi-station / multi-color automatic press capability
- High-capacity conveyor dryer system(s)
- Flash cure units for underbase and specialty printing
- Professional screen preparation and washout workflow

### Embroidery Equipment

- Commercial multi-head embroidery machines for high-volume production
- Single-head embroidery capability for specialty items and detailed runs
- Production workflow designed for repeat programs and consistent branding

### DTF (Direct-to-Film) Production

- Commercial DTF printing system(s) for full-color decoration
- Powder application and curing system(s) for durability and wash performance
- Heat press production stations for efficient transfer application

### UV DTF Transfer Production

- UV DTF production capability for durable, full-color transfers
- Application workflow designed for clean placement and consistent finish
- Ideal for hard goods, promotional items, and branded product decoration

### Laser Engraving

- Commercial laser engraving equipment for precision customization
- Capable of producing clean, professional marks on a variety of materials
- Suitable for awards, promotional products, and branded merchandise

### UV Flatbed Printing

- UV flatbed printer capability for direct-to-substrate printing
- Supports high-quality full-color output on a range of rigid materials
- Strong solution for signage, branded products, and promotional items

## Differentiators

- 20+ years in the industry
- Dependable turnaround times
- Built for accuracy and consistency
- Large-volume Support
- A team committed to being a reliable extension of your operation

# CONTRACT ORDERING GUIDELINES

## Goods ship to 203 McDougal Rd Fayetteville, TN 37334

Email all purchase orders to [contract@personalizedprints.net](mailto:contract@personalizedprints.net) (Orders sent to other company emails will not be processed)

All POs MUST have the following information.

1. Style number, description, color, size and quantity of all goods
2. Company that goods are shipping from
3. Po number that goods were ordered under. The po number must be in the attention line on all incoming orders. If the goods are coming under another po number please make sure that number is listed on the order and on the attention line of the shipping label. We are not responsible for delays in orders for goods that the correct po# is not listed in the attention line.
4. List the decoration method - screen print, embroidery, vinyl, engraving, DTF, UV, etc.
5. Description of art and locations to be decorated
6. Art files associated with the order.
7. Complete ship to address
8. Ship date requested. This is the date we need to ship the order so it is not the in hands date.
9. Ship method requested (carrier & service) and shipping account information.

Personalized Prints will email you an acknowledgment of receipt of your emailed PO. If the order information is complete, your PO will be processed into our system and sent to the correct department for proofing. If the PO is incomplete you will receive an email requesting the needed information. Your order will not be processed until the information provided is complete and your production time does not start until the next business day.

## CHANGES TO ORDERS

All changes to orders must be emailed to [contract@personalizedprints.net](mailto:contract@personalizedprints.net). Changes sent to other company emails will not be processed.

All requirements for changes to a PO are the same requirements as a new order. Changes can result in additional production days.

If you need to return goods due to a change on a PO (to include canceling) please make sure you provide us a return authorization number, a ship to address to return the goods, and shipping account number for return. A .25 per piece fee will be added to your PO for any goods that are returned. All goods left in the warehouse after 30 days will become the property of Personalized Prints and will be donated to a local homeless shelter.

## BACKORDERS

POs with backordered goods will be placed on hold until all goods are received. If you would like for your order to ship before the backorder goods are available, please remove them from your order and send a revised PO. A second PO will be needed for the backorder pieces with the scheduled ship date 7 days from the date the goods are to arrive. Both POs are considered to be separate orders and will be priced accordingly.

## PRODUCTION TIME

Our normal production time is 7 business days in all departments and begins the business day after receipt of your COMPLETE PO. All art must be approved and all goods must be received complete 2 business days before your order can be produced. Any order requested to ship prior to the 7 business days will occur a rush charge based on the chart below.

## RUSH ORDER

ALL orders with ship dates less than 7 business days will occur the following rush charges.

5 - 6 business days - 25% of order total with a minimum charge of \$50

3 - 4 business days - 35% of order total with a minimum charge of \$100

2 business days - 50% of order total with a minimum charge of \$150

1 business day - 100% of order total with a minimum charge of \$250

## ART APPROVALS & CREATION

All art associated with an order must be sent to [contract@personalizedprints.net](mailto:contract@personalizedprints.net) email with the PO number listed. If production ready art (vector art for screen print or .dst file for embroidery) is received with the completed PO you will receive your proof within 2 business days. We allow 15 minutes for our artist to set up the digital proof. This includes making minor adjustments and text additions. If your art requires more than the allowed 15 minutes you will be emailed with the art charge necessary to get the art print ready. You also have the option of using your own artist to make these changes. Digital proofs must be approved 2 business days prior to ship date to avoid a delay in shipping.

We offer in house graphic design and digitizing. See our price sheet or email us for a custom quote.

## ART MOCK UPS

All requests for art mock ups prior to order submittal must be requested by PO to the [contract@personalizedprints.net](mailto:contract@personalizedprints.net) email. This request will incur a \$25 art charge. Please allow 48 hours for delivery of mock ups once PO has been submitted.

## PRODUCTION READY ART & PROOFS

Production ready art (.ai, .eps, .cdr) is artwork at print size with all colors converted to pantone spot colors. Bitmap files are not vector art.

Your proof will include the shirt color, print location, imprint size and imprint color(s). Make sure you review all of this information carefully as the mock up is not always an exact representation. Colors display differently on computer monitors so please reference a pms color when specific colors are of importance. All embroidered logos and screen print proofs must be approved by email. We are not responsible for any decoration errors that were not caught in the proofing process. Any changes made after art approval will be subject to additional charges.

## RECEIVING

**FREIGHT** – We currently do not have a loading dock so please make sure that all incoming shipments that are shipped by truck are noted that a lift gate is required. Any shipment that delivery is attempted without a lift gate will be refused and will cause delays and possible additional charges by the trucking company.

Upon receipt, all boxes are dated and matched with receiving summaries based on the PO listed in the attention line on the outside of the box. Goods in the box are then matched with the receiving summary and you will be notified within 2 business days of receipt of goods if there are any shortages or issues.

## OUTGOING SHIPPING

**UPS** – Picks up Ground and Overnight Monday through Friday at 5:00 pm.

**FED-EX** - Picks up Ground Monday through Friday at 2:00 pm. Pick up for Overnight must be ready by 1:00 pm.

**FREIGHT** – We can schedule a trucking shipment for you through R&L Carriers or we can provide you with the necessary information to set up the shipment. Lift gate is required for all pickups.

**INTERNATIONAL:** We can ship internationally with both UPS and FEDEX. To ship international please include the phone number of the recipient as well as the complete shipping address. An invoice is required for customs for all international shipments. We can generate this invoice for you but must have the necessary information such as the invoice amount for the goods being shipped. If this information is not provided your order will be placed on hold until receipt. Tariff charges incurred could be billed separately at a later date.

## LOSS ALLOWANCE

After your order is decorated it is counted a final time for accuracy before shipping. Occasionally we experience loss of goods in production. If this happens, you will be contacted after shipment of the order that we have experienced a loss and that your order was shipped short. We are not responsible for replacement of goods from loss of 1 piece or 3% whichever is greater. We look for defects when checking in apparel but unfortunately most defects are not caught until the apparel is unfolded for production. Defective apparel does not fall under loss allowance. If your order requires an exact quantity please order extras of all sizes to accommodate defects and losses. Printing shortages after a production run that fall under loss allowance will be treated as a new PO and charged accordingly.

## TRACKING

We use both UPS & FedEx shipment notifications which are generated at the end of each business day. The notification emails will be sent to the sales person listed on the PO unless otherwise specified. Those notifications are sent at close of business or the following business day.

## INVOICING & STATEMENTS

We make every effort to invoice the business day following the shipment of an order. Invoices are sent by email from [invoices@personalizedprints.net](mailto:invoices@personalizedprints.net). Statements are also sent for past due accounts.

## ACCOUNT STATUS

All Net 30 accounts MUST be kept current. Accounts that are 5 days late on payment are considered past due. Past due accounts will result in holds being placed on POs and may result in the delay of shipping your order. Accounts that are consistently past due will lose net terms and will need to have a credit card on file to be charged prior to shipping your order.

## PERSONALIZED PRINTS OFFICE HOURS

Personalized Prints is open Monday through Thursday 8:00 am to 5:00 pm and Friday from 8:00 am to 12:00 pm. We are closed for lunch from 12:00 to 12:30. Since most of our employees also assist in production, email is the best contact method unless it is an emergency. The email to use is [contract@personalizedprints.net](mailto:contract@personalizedprints.net). We strive to check and answer all emails at the top of every hour.



We're excited to announce  
we're joining the SanMar

## PSST Contract Decorator Program

Personalized Prints  
4084 Sullivan St

Madison, AL 37334-7605

## Why PSST?

PSST Benefits	Decorator	Shared Account
<b>Free Freight on Every Order</b>	Orders can arrive by PO ready to check in for production	No exclusions including closeouts and oversized items
<b>Specialized Service Team</b>	They know how to handle your particular needs quickly and effectively to keep your production flowing	Your PSST decorator can work directly with SanMar to resolve order issues and returns so you can focus on selling
<b>2% Spoilage Protection Plan</b>	Assistance when decoration errors occur	Confidence knowing risk is minimized
<b>Spec Sampling</b>	Decorators and Shared Accounts collaborate together to create mutually beneficial opportunities	Make your end user presentations better with discounted decorated samples and marketing collateral
<b>No Restock Fees</b>	<b>NO MORE FEES</b> (just return freight)	
<b>Daily Manifest</b>	Transparency to improve planning for production	Helps ensure your decorator knows what items are coming and when they'll arrive

## Program Shipping Details

1. Shopping Box
2. Shipping Address
3. Ship & Pay
4. Choose "PSST Program" as shipping method

- Make sure our correct address as shown above is in your sanmar.com address list.
- You'll need to select the **PSST Program** option on sanmar.com when placing an order.
- All other order methods must note **Ship via PSST**.
- UPS or LTL tracking available on every order.
- Please double-check current Shipping Cutoff Times on sanmar.com — you'll find them using our Resources dropdown menu in the top nav.

Please contact us with any questions you have regarding the program, its benefits and how it can help you drive sales.

CALL US AT:  
256-402-5159

# SCREEN PRINT PRICING

NUMBER OF COLORS											
		1	2	3	4	5	6	7	8	9	10
QUANTITY	12-23	\$4.00	\$4.25	\$4.50	\$4.75	\$5.00	\$5.25	\$5.50	\$5.75	\$6.00	\$6.25
	24-71	\$1.75	\$1.90	\$2.05	\$2.20	\$2.35	\$2.5	\$2.65	\$2.8	\$2.95	\$3.10
	72-143	\$1.5	\$1.65	\$1.80	\$1.95	\$2.10	\$2.25	\$2.40	\$2.55	\$2.70	\$2.85
	144-249	\$1.25	\$1.40	\$1.55	\$1.70	\$1.85	\$2.00	\$2.115	\$2.30	\$2.45	\$2.60
	250-499	\$1.00	\$1.15	\$1.30	\$1.45	\$1.60	\$1.75	\$1.90	\$2.05	\$2.20	\$2.35
	500-999	\$0.75	\$0.90	\$1.05	\$1.20	\$1.35	\$1.50	\$1.65	\$1.80	\$1.95	\$2.10
	1000-1999	\$0.65	\$0.80	\$0.95	\$1.10	\$1.25	\$1.40	\$1.55	\$1.70	\$1.85	\$2.00
	2000+	\$0.50	\$0.65	\$0.80	\$0.95	\$1.10	\$1.25	\$1.40	\$1.55	\$1.70	\$1.85

## ALL SHIRT COLORS OTHER THAN WHITE REQUIRE AN ADDITIONAL COLOR AND SET UP CHARGE

For all shirt colors other than white please add an additional color to your number of colors to allow for the underbase. This underbase also requires an additional set up charge.

## ADDITIONAL CHARGES

ON POCKET PRINTS - \$0.25 addition runcharge (Requires additional Screen Setup Charge)

SET UP CHARGE PER COLOR - \$20.00

RESET PER COLOR - \$10.00

PMS COLOR MATCH - \$15.00 (exact matches are not guaranteed, slight variations are possible)

INK COLOR CHANGE - \$15.00

SPECIALTY INKS - Please email for quote

POLYBAGGING - \$0.30 per piece

PRE PRODUCTION PICTURE - \$10 (We will schedule a time for the picture to be delivered and the order will stay on press for 30 minutes. If not approved in 30 minutes there will be an additional \$5.00 per screen reset charge to run order if approved as is)

PRE PRODUCTION SAMPLE - Please allow additional production time for all orders requiring pre production samples. All samples must be sent overnight on a provided shipping account. The order will go into production 2 business days following approval. There will be a \$10.00 per color screen reset charge to run the order if approved as is.

# STOCK INK COLORS

<b>Burgundy</b> PMS 229	<b>Vegas Gold</b> PMS 4525	<b>Magenta</b> PMS 227	<b>Yellow</b> PMS 012	<b>Spice Brown</b> PMS 4715
<b>Fluo. Orange</b> PMS 811	<b>Athletic Gold</b> PMS 1235	<b>Contact Blue</b> PMS 299	<b>Light Royal</b> PMS 293	<b>Navy</b> PMS 2767
<b>Russel Purple</b> PMS 2597	<b>Army Tan</b> PMS 728	<b>Fluo. Green</b> PMS 7480	<b>Blacklight Green</b> PMS 7488	<b>Maroon</b> PMS 5115
<b>Purple</b> PMS 2587	<b>Brandy Wine</b> PMS 234	<b>Columbia</b> PMS 279	<b>One Stroke Red</b> PMS 185	<b>Flesh</b> PMS 155
<b>Fluo. Yellow</b> PMS 809	<b>Super Fuschia</b> PMS 233	<b>Fluo. Purple</b> PMS 248	<b>Russel Gray</b> PMS 428	<b>Dallas Green</b> PMS 355
<b>Orange</b> PMS 021	<b>Dark Gray</b> Liquid Silver PMS 429	<b>Fluo. Blue</b> PMS 7460	<b>Tootie Fruitie</b> PMS 183	<b>Fluo. Pink</b> PMS 806
<b>True Royal</b> PMS 286	<b>Bears Navy</b> PMS 281	<b>National Red</b> PMS 199	<b>Koala Brown</b> PMS 477	<b>Liquid Gold</b> PMS 119



# Embroidery

**FREE digitizing on orders  
over 500 pieces**

All prices include up to 10,000 stitches (add \$0.25 per thousand over 10,000)

**Other Charges:**

Personalization : \$6.00 Individual  
Polybag: \$0.30 Specialty Item  
Charge: \$0.50 Specialty Threads:  
2x Run Charge

**Digitizing Charge:**

Digitizing charges can vary depending on the complexity of design but normally runs around \$50.00. We have several stock embroidery designs that we can add a company name to for \$25.00. Straight line copy set-up is \$15.00

Quantity	Run Charge
1-11	\$5.00
12-24	\$4.50
25-49	\$4.00
50-74	\$3.50
75-149	\$3.25
150-249	\$3.00
250-499	\$2.75
500-749	\$2.50
750-999	\$2.25
1000+	\$2.00

# Vinyl Signs

Custom artwork | any size | full color

All pricing is per square foot unless specified Minimum order is \$25.00



## Banners:

\$3.50 per square foot

(includes 13 oz banner, grommets, and full color imprint)

## Coroplast:

18"x24" Yard Sign w/ 1 side print and step stake:

1-12 qty. \$10.00

13-24 qty. \$9.00

25+ qty. \$8.00

add \$3.00 for second side print

## Heat Transfer Apparel Vinyl

Specialty Vinyl (Flock, Puff, Glitter, etc)

# Please call for pricing



# Direct to Film Transfers



Vibrant & highly detailed designs

No color limitations - including gradients

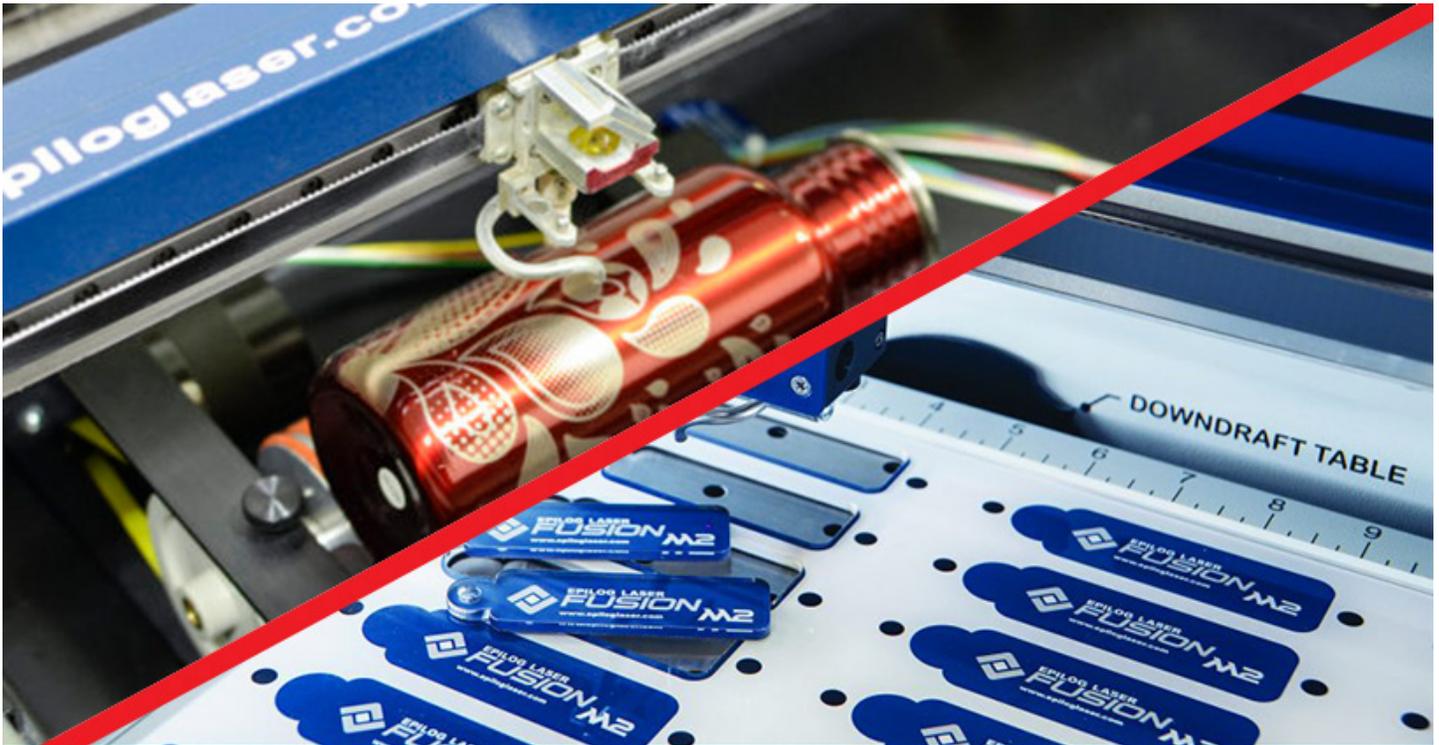
Lightweight, stretchable, & soft feel

Transfers last like screen printing



## PRICE LIST

Quantity	4 x 4	8 x 8	10 x 10	12 x 15
1-24	\$4.00	\$5.00	\$6.00	\$8.00
24-74	\$3.50	\$4.00	\$5.50	\$7.50
75 - 149	\$3.00	\$3.50	\$5.00	\$7.00
150 - 249	\$2.50	\$3.00	\$4.50	\$6.50
250+	\$2.00	\$2.75	\$4.00	\$5.00



# Laser Engraving

Awards • plaques • acrylics • badges • trophies



Personalized Cutting Boards



Unique Accessories



Custom Leather Patches



Corporate Awards

Contact Us for Pricing

# UV Direct to Film Transfers

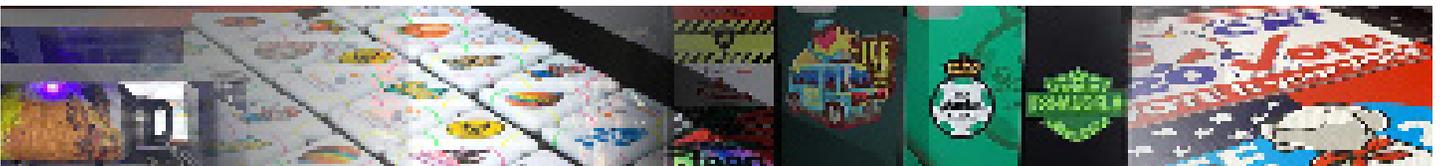


UVDTF is a process by which you use a UV printer to print to UVDTF sheets. Instead of printing directly to hard objects we print instead to UVDTF Sheets, 1 image at a time, or multiple images at a time, essentially creating a UV printed sticker sheet. Then transfer the print to your hard objects. Great for irregular materials, curved materials, and ultra-tall or large materials, that otherwise may not be possible to print directly to.

PRICE LIST					
Quantity	2 x 2	4 x 4	6 x 6	9 x 9	11 x 11
1-14	\$3.50	\$4.00	\$5.00	\$7.00	\$8.00
15-49	\$3.00	\$3.50	\$4.50	\$6.50	\$7.50
50 - 99	\$2.50	\$3.00	\$4.00	\$6.00	\$7.00
100 - 249	\$2.00	\$2.50	\$3.00	\$5.50	\$6.50
250+	\$1.50	\$2.00	\$2.50	\$5.00	\$6.00

## UV Printing

UV printing is one of the most flexible and exciting direct-to-object print processes ever created, and its uses are almost limitless. The benefits of UV printing include fast production with instant ink curing. The capability to print directly on a wide range of materials and the ability to print 3D textures, effects and gloss highlights. Using UV printing technology, you can print custom designs, images, text and even textures directly onto a vast range of materials or products.



## Contact Us for Pricing